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The DD/P has agreed to the use of the system by DD/S offices where it is desired to know the immediate location of DD/S originated documents routed to several addressees in succession in the DD/P. If a DD/S office desires to take advantage of this control, a request should be directed to RI/MB, room 1503 K, extension 3020, for establishment of a numbering system and the necessary supplies.

5. The number and location of the "Locator Points" established in the DD/S is tentative and cannot be accurately determined until we have had more experience with controlled document traffic. Notification of changes in the physical location of "Locator Points", and requests for the establishment of additional "Locator Points", may be directed to RI/MB, room 1503 K.

6. Responsible officials will take the necessary steps to assure compliance with these instructions.


H. GATES LLOYD
Acting Deputy Director
(Support)

FOIAb3b

Attachments:

- DD/S Locator Points
- Graphic Description of
Receipting Procedures

Distribution:

- Orig. - OGC 3 w/att.
- Compt 10 w/att.
- D/Commo 10 w/att.
- D/Log 10 w/att.
- D/Pers 10 w/att.
- D/Sec 10 w/att.
- D/Tr 5 w/att.
- C/Audit Staff 3 w/att.
- C/Comm. Staff 3 w/att.
- C/Mgmt Staff 3 w/att.
- C/Med. Staff 3 w/att.
- SSA-DD/S 3 w/att.
- DD/S 3 w/att.
- A/DDP/EXO 5 w/att
- DDP-FI/RI 5 w/att

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